

[Your Company Logo/Letterhead]

[Date]

[Vendor/Supplier Contact Name]
[Vendor/Supplier Company Name]
[Address]
[City, State, Zip Code]

Subject: Important Announcement: Notice of Business Merger

Dear [Contact Name],

We are writing to formally notify you that [Current Company Name] has entered into a definitive merger agreement with [Merging Company Name]. Effective [Date], the two companies will operate as a single entity under the name [New Company Name].

This merger will allow us to combine our resources and expertise to better serve our customers and strengthen our supply chain. We value our relationship with [Vendor/Supplier Company Name] and wish to ensure a smooth transition during this process.

Please take note of the following changes regarding our business relationship:

- **Legal Entity Name:** Our new legal name for all contracts and correspondence will be [New Company Name].
- **Invoicing and Payments:** Effective [Date], please address all invoices to [New Company Name]. Our new billing address is [New Address, if applicable].
- **Tax Documentation:** Attached is our updated W-9 form and Tax ID information for your records.
- **Point of Contact:** Your primary point of contact remains [Contact Person Name], unless notified otherwise.

All existing contracts, terms, and conditions currently in place will remain in effect and will be honored by the new entity. We do not anticipate any disruptions to our procurement schedules or payment cycles.

If you have any questions regarding this merger or the updated administrative details, please contact our procurement department at [Phone Number] or [Email Address].

Thank you for your continued support and for being a valued partner in our growth.

Sincerely,

[Your Name]
[Your Title]
[New Company Name]